Stipulation - **use when an order will not be submitted for court consideration**

Note: If an order will be submitted, see Stipulated Motion event

Instructions:

Select *Bankruptcy and Adversary*

Select *Miscellaneous Activities on Bankruptcy menu; Notices & Misc Activities on Adversary menu*

Enter case number

Verify case number is correct

Select Document Event: Stipulation - STOP - If Order to be submitted use the Stipulated Motion under Motions menu

Select Party
- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file
- Add attachments, if applicable

Enter additional party(ies) signing document and who they represent

Select if document Refers to Existing Event
- Narrow search by entering category type. Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.
- Select event

Review Docket Text for accuracy
Warning!! Verify entry is correct before submitting.